



LONE WORKING POLICY

SANDON PRIMARY ACADEMY

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Review date: September 2026

Introduction

Sandon recognises that there may be an increased risk to the health and safety of employees when working alone. This policy has been established to identify risks and manage them accordingly.

The Academy has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of employees.

Within this policy, 'lone working' refers to situations where staff, in the course of their duties, work alone in the school and are physically isolated from colleagues, possibly without immediate access to assistance. It is possible for a staff member to be lone working with other staff members in the building, due to the nature of the building creating isolated areas.

Lone working procedure

- The Principal is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone working. These procedures must ensure that all involved are aware of precautions and methods of work to be followed, including emergency action to be taken if necessary.
- An approved list of lone working activities will be established, outlining situations where lone working may be authorised and the necessary precautions and work methods to be followed.
- Providing the activity is on the approved list, lone working may be deemed authorised.
- Unless explicitly stated on the approved list, lone working must only be undertaken following authorisation from the Principal.
- It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times.
- Any person who becomes aware of circumstances involving lone working where the existing control measures may not be fully effective must inform the Principal as soon as possible.
- Risk assessments must cover all work currently undertaken alone (or proposed to be) where the risk may be increased by the work activity itself, or by the lack of available assistance should something go wrong. Once relevant tasks are identified, the following must be considered:
 - **Risk of violence:** all jobs involving lone working are assessed for risk of verbal threats or violence.
 - **Plant and equipment:** plant and equipment used by lone workers will be assessed for suitability.
 - **Work at height:** working at height will not be undertaken when working alone.
 - **Chemicals:** the use of chemicals will be considered with regard to their suitability when working alone.
 - **Access and egress:** some lone working may require access to locations that are difficult to access or egress. Assessments will consider whether these tasks are suitable for lone working.

Assessing risk

- When authorising lone working, the following factors should be taken into consideration:
 - The nature of the tasks
 - The nature of any tools or equipment
 - The nature of any substances and materials
 - Means for raising an alarm in an emergency
 - Known medical conditions of the worker
 - The worker's knowledge, experience and qualifications
 - The vicinity involved
 - The time of day

- The means for periodical checks on the wellbeing of all persons involved

Control measures

- In order to manage general risks, the following control measures have been put in place. Lone workers must:
 - Not undertake work for which they are not trained/qualified.
 - Take reasonable care of their health and safety.
 - Not put themselves in danger.
 - Know, and follow, safe working procedures.
 - Never rush or cut corners.
 - Follow reasonable targets.
 - Stop for regular breaks and, if possible, change activity after prolonged periods.
 - Inform the Principal of any relevant medical conditions.
 - Inform the Principal of any hazards or accidents encountered.
- In order to manage risks of violence, the following control measures have been put in place:
 - Staff are required to lock themselves in buildings when lone working.
 - Staff must not arrange meetings with others on school property when lone working unless other staff members are alerted and the meetings are with reputable companies associated with the school e.g. Engie.
 - Staff must not handle cash when lone working.
 - Late meetings must finish promptly and not leave a lone member of staff on site.
 - Staff must not approach or let into buildings unauthorised persons when lone working.
- In order to manage risks, the following communication procedures should be followed:
 - Avoid lone working where possible by arranging to work in pairs or a group.
 - Carry a mobile phone or school telephone at all times when lone working.
 - Let someone know you are coming into work, how long you expect to be in work and when you are leaving.
 - In the event that a lone worker falls ill, or into difficulties, they are to use their mobile/school phone to contact the Principal, their nominated person or the emergency services.
- First aid kits can be found in the following locations:
 - KS1: station in corridor & Site office
 - KS2: By toilets
 - Foundation Stage staff room
 - Main office (emergency kit)

Duties of a lone worker

- Lone workers are expected to follow all the procedures outlined in this policy and all relevant training. Failure to do so may be a disciplinary offence.
- One-on-one sessions:
 - If lone working is an integral part of an employee's role, a full and appropriate risk assessment will be conducted and agreed.
 - Full and ongoing training regarding child protection and lone working procedures will be provided for all staff with regular lone working responsibilities.
 - Doors will be kept open when conducting one-to-one sessions. Where this is not possible, for example in a music lesson, it will be ensured that both parties can be seen through one or more windows.

- When holding one-to-one sessions, staff members will be mindful to avoid unnecessary physical contact.
 - If a child becomes emotional, distressed or angry, the staff member will seek assistance, it will be reported to a senior colleague and a record kept of the employee's concerns.
- When a single adult transports pupils, the school will ensure that:
- A full risk assessment is conducted and agreed.
 - A Disclosure and Barring Service check is taken on any volunteer with regular contact with pupils.
 - Volunteers read and sign an agreed Code of Conduct.
 - Groups are dropped off at a central point to ensure the driver is not alone with a single child.
 - Predetermined routes and timings are adhered to.